City of Crystal Lake

Food Truck Permit Application

Office Use Only:

Application #: _____

Food Truck Information

Food Truck Owner Name: _____

Food Truck Owner Mail Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell Phone: _____ E-mail: _____

Name of Food Truck: _____

Illinois Business Tax Number: _____ License Plate Number: _____

Food Truck Website or Social Media Account: _____

Conditions of Approval

A. All permits for operating as a food truck will be valid for one year with an effective date of January 1 and an expiration date of December 31.

B. Food trucks may operate on private property in any zoning district other than residential districts with the exception of food trucks operating as part of an approved Special Event.

C. Food trucks may not operate within the City for more than eight hours during any twenty-four hour period, but in no case to exceed the hours of operation for the business on the property for which the food truck is located, with the exception of food trucks operating as part of an approved Special Event.

D. The food truck's Illinois business tax (IBT) number shall be provided to the Finance Department. The point of sale shall be noted as Crystal Lake for sales tax.

E. Proof of McHenry County Health Department approval must be provided to the Community Development Department prior to beginning operation.

F. For food trucks operating on private property, the applicant must provide proof in writing that the property owner has granted permission for the food truck to operate. A letter of approval must be provided for all locations.

G. All food truck vehicles shall have an annual inspection by the Fire Prevention Bureau prior to use within the City.

H. If liquid propane gas is used, the following conditions shall be met:

(1) Cooking and warming equipment shall be in good working condition and cleaned of grease or other combustible material.

(2) Portable liquid propone gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable liquid gas containers shall be securely fastened in place by use of an approved method to prevent unauthorized movement, tipping, or regulator damage.

(3) Fittings, valves, and hoses used with liquid propone gas equipment shall be maintained in good working condition. When, in the opinion of the Fire Code Official, an unsafe condition exists with the fitting, valve, or hose used by the equipment, it shall be replaced or the equipment shall not be used.

(4) Liquid propane gas containers shall be stored within a suitable enclosure or otherwise protected against tampering.

(5) A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooling appliances used for commercial purposed that produce grease-laden vapors. (Reference: 2006IFC Section 609.2).

(6) Combustible materials shall be kept a minimum of three feet from cooking appliances.
(7) Provide a fire extinguisher of minimum size 2A10BC in the cooking area. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable fire extinguisher.

I. Food trucks must provide receptacles for refuse, or utilize the property's waste receptacles, and properly dispose of all waste.
J. Food trucks must provide evidence of insurance.
K. Food trucks must comply with all noise regulations of the City. Food trucks may not have amplified sound or music emanating from the vehicle.
L. Food trucks may not provide seating or tables for their customers, with the exception of food trucks operating as part of an approved Special Event.
M. Food trucks are allowed to display signage that is painted or permanently affixed to the vehicle. Food trucks are not allowed to display any additional signs, such as freestanding sandwich boards.
N. Food trucks shall be parked on a suitable surface, as determined by the City Engineer, for the duration of its operation.
O. Food trucks are not allowed to park in fire lanes, handicap parking spaces, or in any other location that will impede traffic flow, obstruct sight lines, or create unsafe conditions for pedestrians.

Acknowledgements and Certification

By signing below, I certify the following:

I have the authority from my organization to sign and submit this application on their behalf. I agree to the terms and conditions listed above. I acknowledge that not all of the aspects of the permit application may be approved as presented, changes may be necessary based on City staff review. I acknowledge my Food Truck Permit may be denied or revoked at any time prior to or during the event based on failing to comply with the terms and conditions of the Food Truck Permit.

_____ _____

Signature of Food Truck Owner/Operator *Date*